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Document No. 7

NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S (C) 5 December 1960

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 060278 By: 025

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Activity Report [REDACTED] for November 1960

1. First Week: 1 - 4 November

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a. My observation of [REDACTED] Area Instructor, lasted approximately 2 1/2 hours. Subsequently, I prepared an informal report on this observation and discussed [REDACTED] characteristics as an instructor with [REDACTED]

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b. I suggested [REDACTED] certain possibilities for reassignment and contacted [REDACTED] him.

c. My October Work Report was prepared for typing.

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d. [REDACTED], who assisted temporarily with the interpreter project, and I reviewed the guidebook material already assembled and discussed various contributions which he planned to make. Together we worked on the course preparation section of the interpreter guidebook.

e. I wrote a new guidebook section on "Psychological Needs of Trainees."

2. Second Week: 7 - 11 November

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a. [REDACTED] and I made tentative plans for my follow-up observation of each Language Instructor who attended ITC/LAS.

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b. As a follow-up on observations of Messrs. [REDACTED] and [REDACTED] 25X1A9a I discussed with [REDACTED] the feasibility of Training Workshop sessions. After reviewing typical AAO material with [REDACTED] a 25X1A9a Training Aids Workshop session for his group was tentatively planned for 21 December 1960. 25X1A9a

c. I reviewed the interpreter material contributed by [REDACTED] and incorporated much of it into the guidebook draft.

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25X1A9a d. I substituted for [REDACTED] at the DD/P Training Officers meeting,
25X1A9a which was chaired by [REDACTED]

25X1A9a e. On 9 and 10 November [REDACTED] and I visited [REDACTED] and 25X1A6a
observed some agent handling and training sessions of the OC course to
determine whether some portion of the Instructor Training Course should
be offered to prospective C/O's who probably would train their agents.

(NOTE: 11 November was a holiday.)

3. Third Week: 14 - 18 November

25X1A9a a. Additional planning for the Training Aids Workshop session included
conferences with [REDACTED]

25X1A9a b. At the request of [REDACTED] I selected a number of ITC handouts
25X1A9a for [REDACTED] and explained the use of this material in ITC's.

25X1A9a c. I observed the orientation of [REDACTED] per OTR
Regulation 25-13. Also, I've given some thought to the preparation of a
handout covering the educational and training services available to instruc-
tors through OTR.

25X1A9a d. Follow-up on the Language Instructors was launched with my obser-
vation of [REDACTED] for one period, followed by a brief conference with her.

25X1A9a e. I accompanied [REDACTED] to the 15 November Training Officers
25X1A Conference held at the [REDACTED] Restaurant. Dr. Conway, USIA, spoke on
"Training for an Assignment in Moscow."

25X1A9a f. In collaboration with [REDACTED] I scheduled follow-ups with
25X1A9a the remaining instructors of Chinese. Thereafter I observed [REDACTED]
25X1A9a [REDACTED] each for approximately one hour. Each visit
was followed by a short conference with the instructor.

25X1A9a g. I revised the Training Aids portion of the guidebook after conferring
with [REDACTED] about film "dubbing."

4. Fourth Week: 21 - 25 November

25X1A9a a. Training Aids Workshop session, originally scheduled for 21 December,
was changed to 19 December as the result of a conference with [REDACTED].
A meeting place was reserved and all interested parties were notified of the
new date.

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b. All the interpreter material was recast under the following headings:

- Introduction
- Preparation
- Presentation
- Application
- Evaluation
- Critique/Summary

c. [REDACTED] Language Instructors, were observed for follow-up purposes.

d. At the request of [REDACTED] I prepared a "Memorandum for the Record" relating my most significant reactions when observing Messrs. [REDACTED] and [REDACTED] and giving my informal appraisal of each. [REDACTED] and [REDACTED] both reviewed this memorandum; thereafter, it was revised and submitted to [REDACTED]

(NOTE: 24 November was Thanksgiving.)

5. Fifth Week: 28 - 30 November

a. I conferred briefly with [REDACTED] to schedule more follow-ups. Mr. [REDACTED] was observed as part of the follow-up activity.

b. The list of AAO objectives, submitted by [REDACTED] was reviewed and discussed with [REDACTED]. Also, [REDACTED] path again crossed mine and we discussed the impending workshop session.

c. Additional "interpreter project" material developed during the week included:

- Preparing and Working with Interpreters
- Using Interpreters
- Hints to the Interpreter
- The Interpreter's Preparation

(NOTE: Throughout this month I have attended the special typing class, Monday through Friday, from 8:30 a.m. to 9:30 a.m.)

SIGNED

[REDACTED]

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